Date: 16th October 2026 Our Ref.: HAZ/LIC/26/01

To: All Premises Owners, Management Corporation Strata Title (MCSTs), Town Councils and Others

Dear Sir / Madam,

CLARIFICATION ON LPG SAFETY CHECKLIST

This circular clarifies the intent of the LPG Safety Checklist submitted as part of Petroleum and Flammable Materials (P&FM) Storage Licence applications.

2. Under the current licensing requirements, applicants for P&FM Storage Licences are required to submit a completed LPG Safety Checklist acknowledged by the relevant party - Premises Owner, MCST, Town Council or Others (herein referred to as the acknowledgement party).

3. SCDF has received feedback that some acknowledgement parties expressed concerns over the implications of signing off on this section, resulting in difficulties obtaining the acknowledgement.

4. The acknowledgement serves only to confirm that the acknowledgement party has been informed of the LPG installation and its associated storage and use on the premises. It does not transfer any responsibility for the design, installation, operation, maintenance or regulatory compliance of the LPG manifold system. Such responsibilities remain with the LPG licence holder, LPG supplier/dealer and relevant competent persons.

5. In completing the LPG Safety Checklist, the acknowledgement party is also required to confirm that the particulars relating to the LPG licence holder stated in the checklist are true and correct to the best of their knowledge.

6. The LPG Safety Checklist has been revised to better reflect the intent and scope of the acknowledgement. In particular, the declaration to be completed by the acknowledgement party

HQ SINGAPORE CIVIL DEFENCE FORCE, 91 UBI AVENUE 4, SINGAPORE 408827
TEL: 6848 1468 / 1474 EMAIL: SCDF_FMS@SCDF.GOV.SG / SCDF_FMI_FMT@SCDF.GOV.SG

has been updated to clarify that the acknowledgement is limited to confirming awareness of the LPG installation, as well as the accuracy of the licensee's particulars. The revised checklist is attached at Annex A and is also available on the SCDF website.

7. Thank you for your cooperation and continued support in maintaining LPG safety standards.

Yours Faithfully
(transmitted via email)
Loh Han Lee
HazMat Department
For Commissioner
Singapore Civil Defence Force

(This is a computer-generated circular and requires no signature)

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Annex A

Commissioner Singapore Civil Defence Force HQ Singapore Civil Defence Force 91 Ubi Avenue 4 SINGAPORE 408827	**SAFETY CHECKS ON LPG MANIFOLD SYSTEM FOR P&FM STORAGE** NEW ☐ RENEW ☐

Instructions:

a. All details must be duly completed upon submission, failing which the submission for P&FM Storage licence shall be rejected.

b. Please attach the photograph documentation as listed in this checklist.

Reference No. :

To be completed by LPG Supplier or Dealer

Name of Licensee (Company):

Storage Address:	Postal Code:

* Particulars of system to which this licence relates:

(01) **LPG cabinet and pipe system** - according to approved plan		(xii) Drains, pits, manholes and inspection chambers within 1.5 m must be covered	
(02) **LPG Cabinet** (i) Number of LPG cylinders tallies with the approved plan (____ x cabinet of _____ x 50 kg cylinder) (____ x cabinet of _____ x 14 kg cylinder)		(03) **LPG System** (i) Valves, pressure gauges, regulators, emergency pull, knock out pot and vaporisers are in good working conditions	
(ii) Well-ventilated and locked		(04) **Safety checks** (i) No leakage on all joint connections	
(iii) Placed on firm, clean, dry and level base		(ii) No cracks on pigtails / hoses and no corrosion on pipes	
(iv) Maintained at a safety distance from passageways and exits		(iii) Fire-stop provided at wall penetrations for piping	
(v) Proper housekeeping (No storage of unwanted items near LPG cabinet)		(iv) Gas piping is not being used as a grounding conductor	
(vi) Corrosive, toxic, or oxidising materials stored at least 6 m away from the installation		(05) **Fire protection system** (i) Fire extinguishers are mounted on wall Date of expiry: _____	
(vii) Ignition sources at least 3 m away from the installation		(ii) Fire hose reel Date of servicing: _____	
(viii) Proper information panel / warning signage		(06) **Electrical appliances** (i) All wiring shall be in conduit	
(ix) Hydrant (located at least 10 m away from LPG manifold system)		(ii) Lighting installations are of flameproof type	
(x) No unprotected openings within 1.5 m measured horizontally (e.g. windows, doors, air vents, balanced-flue outlets, etc)		(07) **Pressure test report endorsed by Mechanical P.E.** (applicable for new and renewal applications at every 5 years) Date of latest report: _____	
(xi) Escape routes/aisles are kept clear of obstruction at all times		(08) **Records of safety checks and training**	

Please indicate (✓) if complied or (X) if not complied or (NA) if not applicable, in the boxes above.

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To be completed by LPG Supplier or Dealer
Inspection Remarks: _____ _____ _____ _____
I, _____(Name), _____(NRIC/FIN), hereby certify that the above system(s)** has/have been checked and maintained and is/are found to be in good working condition up to the points of consumption.
Name of LPG Supplier or Dealer:
Company Address:
_____ _____ Signature & Stamp of LPG Supplier or Dealer Date
To be completed by Licensee
I, _____(Name), _____(NRIC/FIN), hereby acknowledge that the above system(s)** has/have been checked and maintained by LPG Supplier/ Dealer and is/are found to be in good working condition up to the points of consumption.
Name of Licensee (Company):
Email Address of Licensee:
_____ _____ Signature Date
To be completed by Premises Owner/ MCST / Town Council/ Others (where Licensee is not the Premises Owner)
I, _____(Name), _____ (NRIC/FIN), hereby acknowledge that I have been informed of the LPG installation and its associated storage and use on the premises, and that all particulars relating to the LPG licensee stated in this checklist are true and correct to the best of my knowledge.
Name of Premises Owner/ MCST/ Town Council/ Others:
_____ _____ Signature Date

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Required Photograph Documentation
Please furnish the following photographs of the LPG manifold system: 1. LPG cabinet & Manifold System a. Overview of LPG cabinet showing external piping and ancillary equipment (e.g. pressure gauges, regulators, emergency pull, knock out pot, vaporizers, etc). Please provide multiple photos from different viewpoints b. Full-view of LPG cylinders in the opened cabinet c. Good housekeeping practices: i. No storage of unwanted items near LPG cabinet(s) ii. No obstruction to fire extinguisher, hose reel d. Close-up view of: i. LPG pigtail hose ii. Emergency Information Panel 2. Firefighting Equipment (Fire Extinguisher, Hose reel) a. View of nearest fire-extinguisher and hose reel b. Close-up view of maintenance labels Please include these photos in a PDF document. To minimise the file size, please compress the photos in the Word document before converting it to PDF.

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